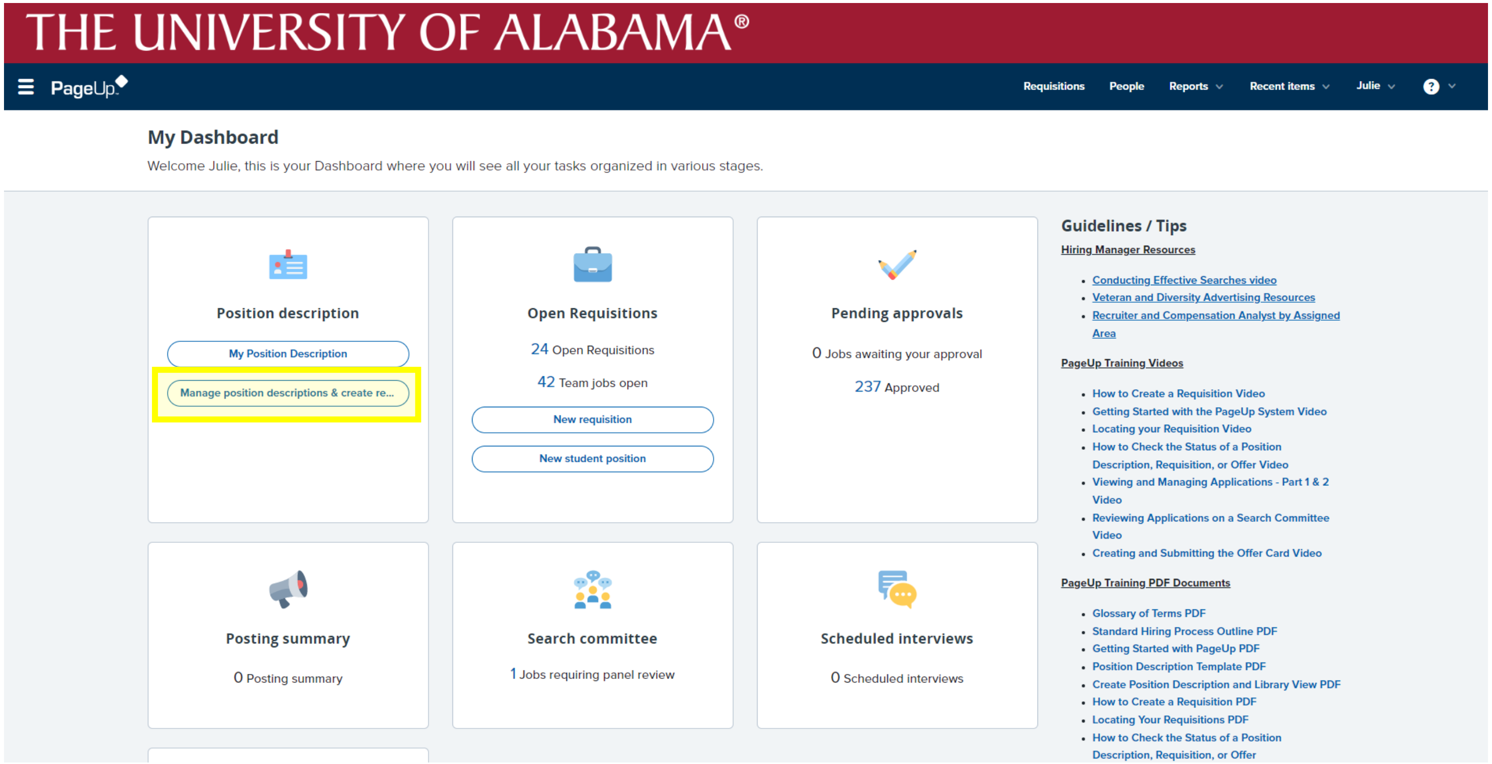
How to Create A Requisition

THE UNIVERSITY OF ALABAMA®

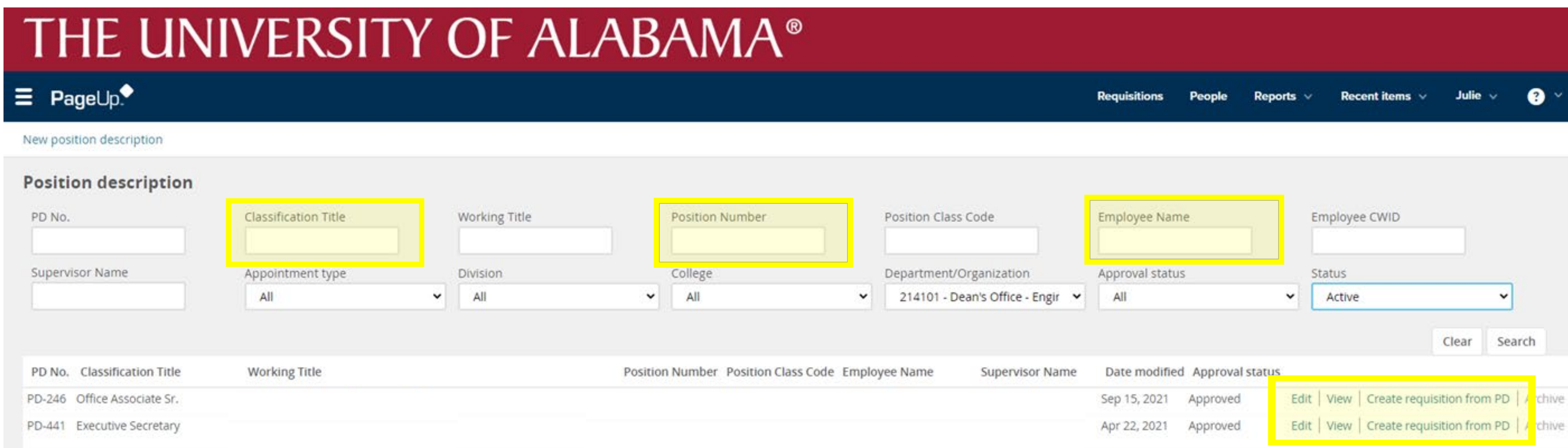
Getting Started

- Once you are logged in, click ***Manage Position Descriptions & Create Requisitions***.



Finding Your Position Description

- Clear your search before entering new search criteria.
- Sort by using different fields. (We find that using only one field at a time works best) Click ***search***.
    - For the best results, we recommend using a position number or by department, but not by both. You can also search using an employee's name.

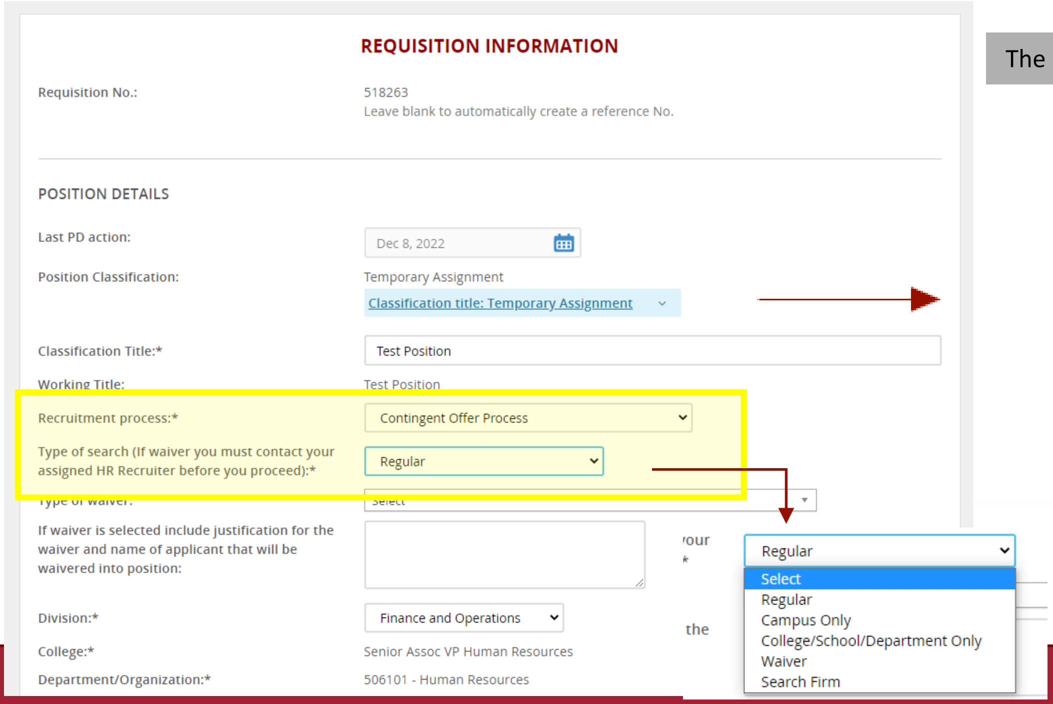


Updated Position Description

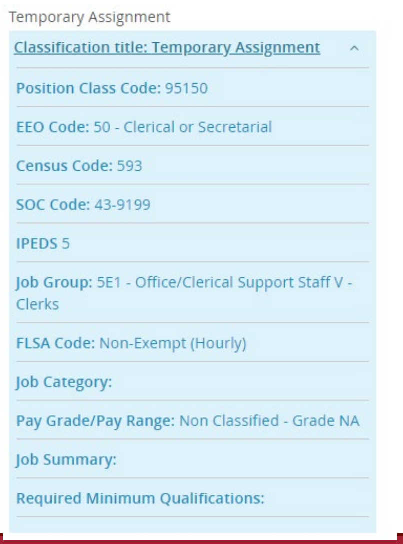
- As of November 1, 2022, UA will have a Position Review Committee to review position descriptions to ensure that state funds are being spent in the most effective way possible.
- Before you can post a position to *careers.ua.edu*, you will want to make sure your PD has been reviewed and approved by the position review committee.
- If your position is 100% grant funded, it does not have to go to through the committee, but it does need to go through the standard PD approval process before a requisition can be submitted for posting.
- For additional information, please refer to either the “PD Template” or “Create Position Description and Library View” training guides.

Creating Your Requisition for Posting

- Once you have selected ***Create Requisition from PD***, the requisition card will appear.
  - Select the **Recruitment Process**
    - Most will be under the contingent offer process (contingent offer letter sent, then any required screenings).
    - The enhanced check will be used less frequently, but feel free to reach out to your Talent Acquisition Specialist or HR Business Partner for help.
  - Fill out the **Type of Search**
    - Most will be regular – a regular search is open to the public and anyone can apply.
    - There are other types of searches available. Please contact your Talent Acquisition Specialist or HR Business Partner for details and/or approval.

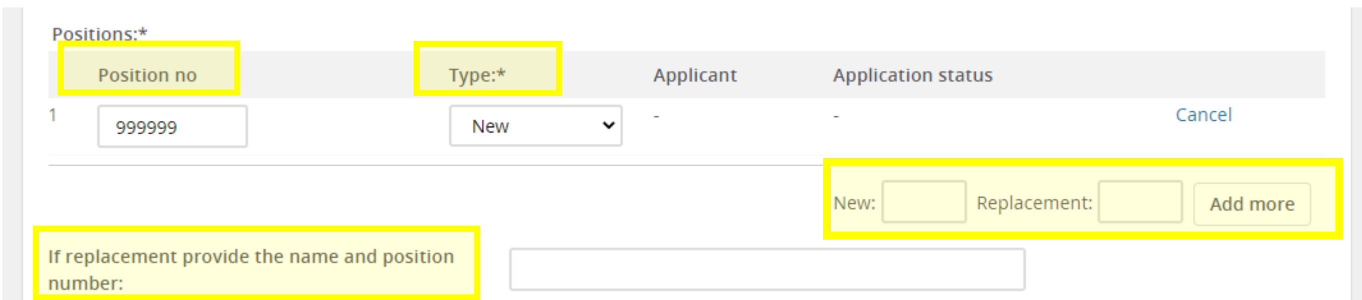


The blue box can be expanded for more details.



Creating Your Requisition for Posting

- Next you should see the section for positions. This section should automatically populate with the correct information.
  - If you are recruiting for multiple positions, you can add additional position number slots. Type the total number of positions needed and then as "new" or "replacement." You will then need to type a unique position number in each additional slot.
  - If any positions are replacements, you will need to provide the former employee's name and position number in the box below the positions section.
    - Multiple names and numbers can be listed here but the same one cannot be listed twice.



- You will also need to identify the funding for this position.

Creating Your Requisition for Posting

- Department Required Background Checks
  - If your position requires a pre-employment drug screen, you will need to provide the department's billing information for the drug screen charge in the box below. Chart-Fund-Org-Account-Program. (FOAP)

DEPARTMENT REQUIRED BACKGROUND CHECKS

Drug Screen:*	No
MVR:*	Yes
Physical:*	No
Background check:*	Standard plus Federal (convictions in federal crt)

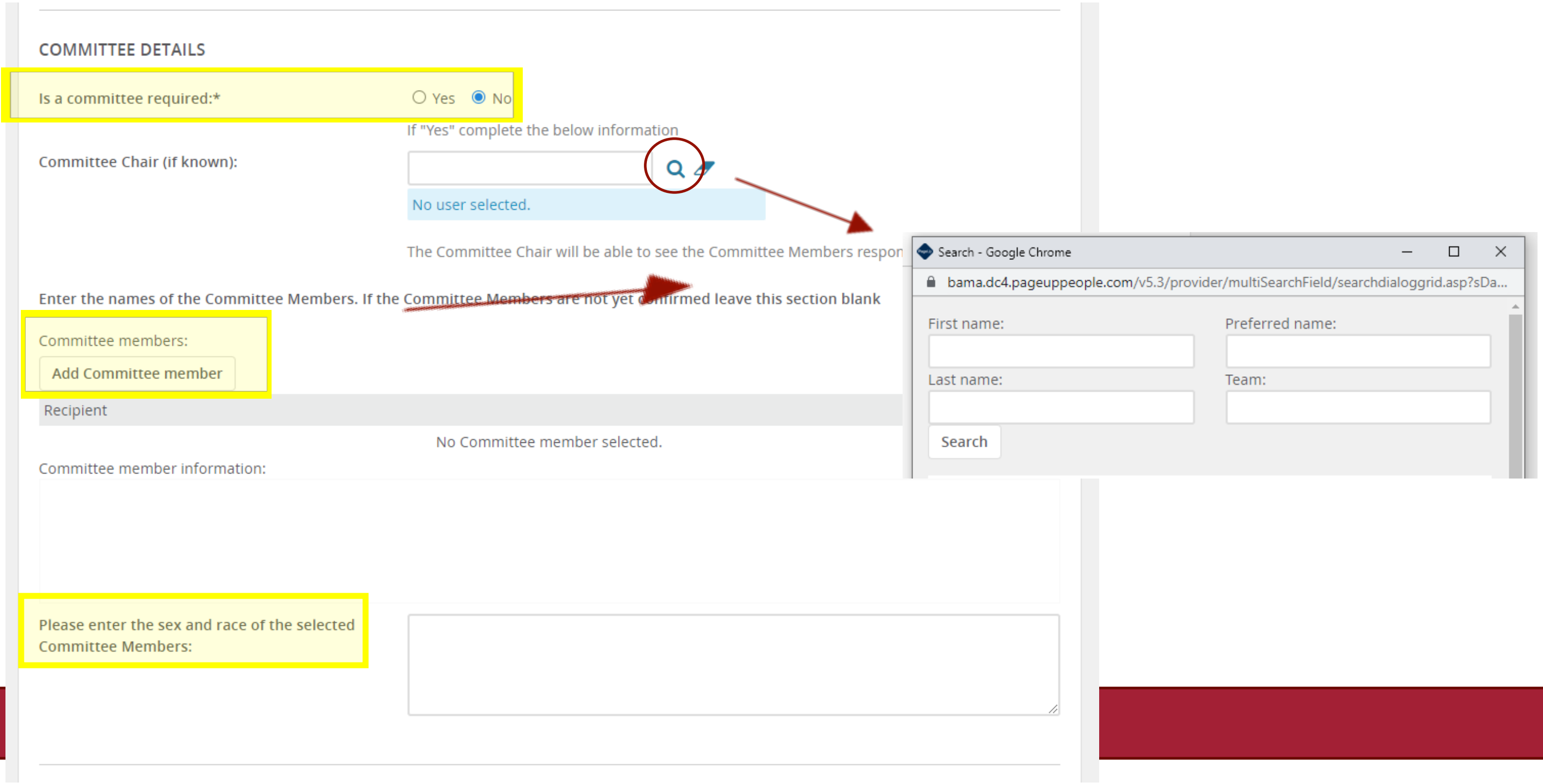
If this position requires a drug screen, please complete the department's billing information below for the drug screen charge.

Chart-Fund-Orgn-Account-Program:

(X-XXXXX-XXXXXX-748043-XXX)

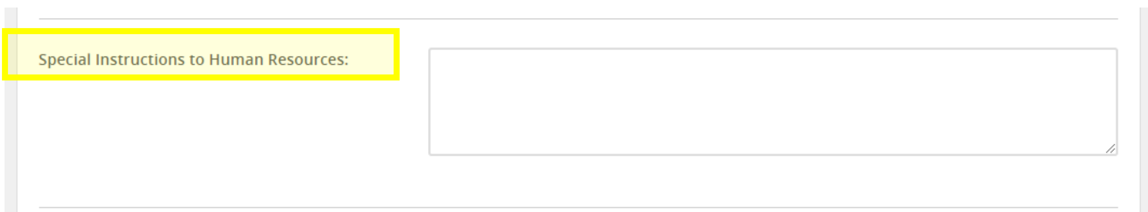
Creating Your Requisition for Posting

- Search Committee – This is not required, but if the position does have one, you will need to list committee chair and all its members.
  - Please keep in mind that all search committees must be diverse in both race and gender.
  - If you have any questions, please reach out to your Talent Acquisition Specialist or HR Business Partner.
  - If someone needs access to applicants only, you can add them to this section. However, they will need search committee access. Contact your Talent Acquisition Specialist.



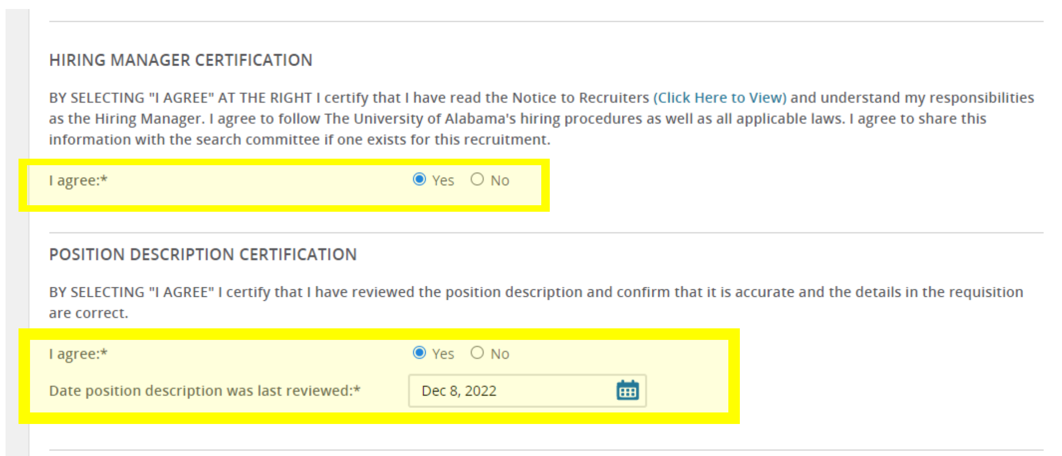
Creating Your Requisition for Posting

- Special Instructions to HR – This is where you can leave any additional information for your Talent Acquisition Specialist or HR Business Partner with any requests.
  - Some Examples:
    - Please post for 3 weeks. (You can select a different time frame for posting if you would like it posted longer than the minimum posting time)
    - We would like to pay for a boosted post on Facebook.



Special Instructions to Human Resources:

- Certification – Please read the below statements and accurately select your agreeance.



HIRING MANAGER CERTIFICATION

BY SELECTING "I AGREE" AT THE RIGHT I certify that I have read the Notice to Recruiters (Click Here to View) and understand my responsibilities as the Hiring Manager. I agree to follow The University of Alabama's hiring procedures as well as all applicable laws. I agree to share this information with the search committee if one exists for this recruitment.

I agree:* Yes No

POSITION DESCRIPTION CERTIFICATION

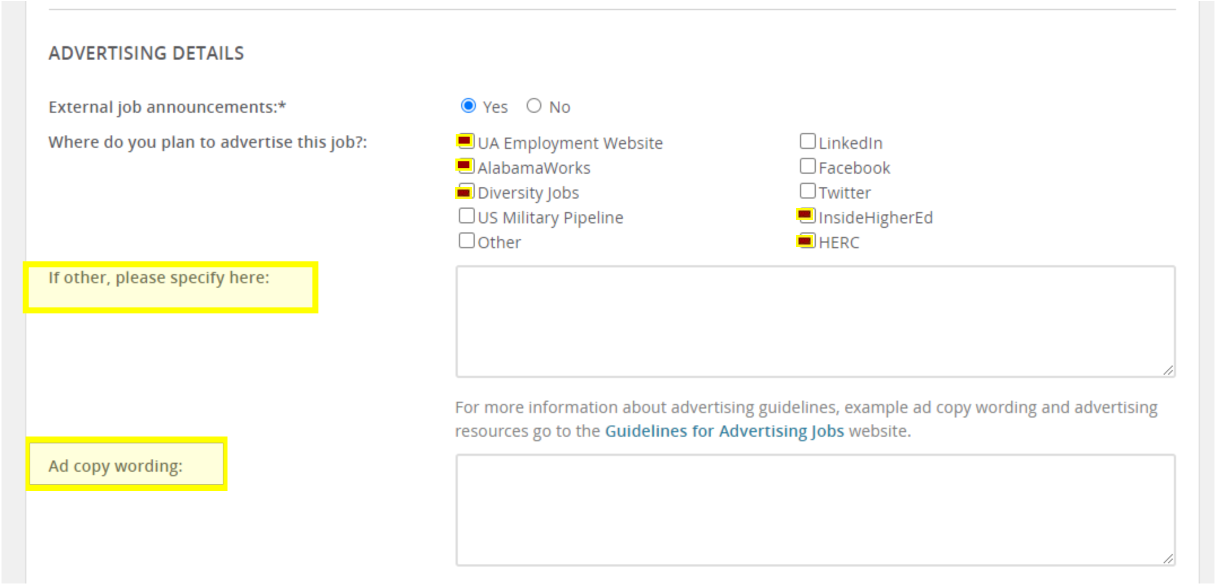
BY SELECTING "I AGREE" I certify that I have reviewed the position description and confirm that it is accurate and the details in the requisition are correct.

I agree:* Yes No

Date position description was last reviewed:* Dec 8, 2022

Creating Your Requisition for Posting

- Advertising Details
  - Your Talent Acquisition Specialist or HR Business Partner will automatically select the five sites highlighted below to share your position.
  - If you are planning to advertise externally on any other sites, please let your Talent Acquisition Specialist or HR Business Partner know as we need to document this information for our records.
    - If you are interested in advertising to the university's main page on LinkedIn, or to our career pages on Facebook or Twitter, please also let us know. We will be able to provide you with additional information and best practices for your position specifically.
    - Refer to Advertising Guidelines for additional information.


ADVERTISING DETAILS

External job announcements:* Yes No

Where do you plan to advertise this job?:

UA Employment Website
AlabamaWorks
Diversity Jobs
US Military Pipeline
Other
LinkedIn
Facebook
Twitter
InsideHigherEd
HERC

If other, please specify here:

For more information about advertising guidelines, example ad copy wording and advertising resources go to the Guidelines for Advertising Jobs website.

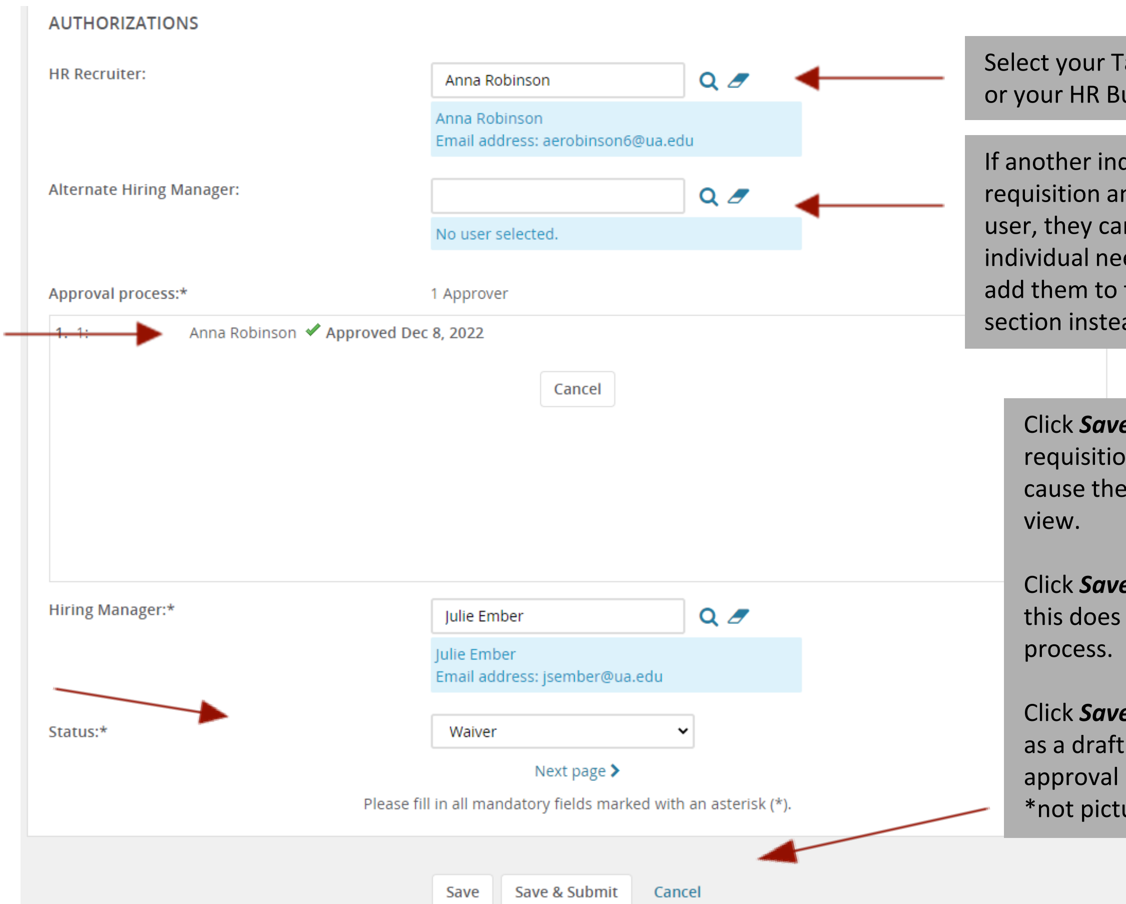
Ad copy wording:

Approval Process

Once you have completed the requisition, you will need to select your Talent Acquisition Specialist or HR Business Partner for the approval process.

Since the PD would have been recently approved, there is no need for the requisition to go through the approval process again.

Once you have entered your approver, you will need to select the requisition status as "pending approval."



Select your Talent Acquisition Specialist or your HR Business Partner.

If another individual needs access to the requisition and is currently a PageUp user, they can be listed in this box. If an individual needs applicant access only, add them to the search committee section instead.

Click ***Save & Submit*** to submit the requisition to the first approver. This will cause the screen to disappear from your view.

Click ***Save*** to save your document, but this does not initiate the approval process.

Click ***Save a Draft*** to save the requisition as a draft only. This does not initiate the approval process.
not pictured currently

For more information, please contact your Talent Acquisition Specialist or HR Business Partner!